



ST. ANNE SCHOOL

JOB DESCRIPTION **Events Coordinator**

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensures the health, safety, and welfare of all students
- Holds in strict confidence all matters pertaining to the school
- Adheres to all policies and procedures as outlined in the Employee Handbook
- Attends faculty and administrative meetings as needed

DEFINITION:

The Events Coordinator is responsible for planning and executing schoolwide fundraising events that support the mission of the School, community engagement, and development strategies. The Events Coordinator supports the Development Department by working closely with parent volunteers, KPA, internal team members, donors, and external partners to help facilitate successful fundraising events. Responsibilities include, but are not limited to, the following:

DUTIES:

- Collaborate with the Development Manager to support the planning and execution of key annual events, including the Golf Classic, Donor Reception, Grandparents and Special Friends' Day, and the Festival of the Knights gala
- Assist with event logistics, including securing venues, coordinating entertainment, arranging catering, décor, audiovisual needs, and developing detailed event timelines
- Coordinate with vendors to ensure timely and effective delivery of services for fundraising events
- Track and collect essential event information, such as sponsor logos, guest names, and RSVP lists
- Support outreach efforts for auction and in-kind donations; manage delivery logistics and maintain records of auction items
- Draft auction item descriptions and oversee auction display set-up during events
- Collaborate with the Marketing and Communications Department to assist in promoting events, including invitations, digital campaigns, and ticket sales
- Provide on-site support at fundraising events, assisting with setup, registration, guest list management, and general event flow
- Offer real-time troubleshooting and support during events to ensure smooth execution
- Conduct post-event evaluations and contribute to written reports with feedback and recommendations for future improvements
- Work alongside key volunteers, KPA leadership, and internal staff to provide logistical and administrative support for fundraising events
- Attend Development Department meetings related to fundraising initiatives

- Coordinate with KPA and school administration to support campus events, shared calendar planning, and volunteer recruitment, training, and management as needed
- Collaborate effectively with internal teams (development, faculty, staff, and administration) and external stakeholders (alumni, grandparents, vendors, and community partners)
- Support the Development Manager in completing all event-related communications and reporting, ensuring accuracy and timeliness
- Design and distribute event invitations (digital and print), manage event registration processes, and contribute content for web pages and the Annual Report
- Maintain and organize the school's special events inventory, including supplies and personalized gift items
- Maintain flexibility to work evenings and weekends, as required by the Development Department and school event calendar
- Perform other duties as assigned by the Development Manager

QUALIFICATIONS:

- Catholic preferred
- Bachelor's degree preferred
- 3 to 5 years' experience in events
- Experience developing and maintaining relationships with program and administrative staff
- Experience with developing and maintaining productive relationships with parents and staff
- Excellent verbal and written communication skills
- Knowledge of email, spreadsheet, word processing and presentation software
- Highly organized with a demonstrated ability to multitask and prioritize deadlines
- Ability to oversee and prepare complex database queries, exports, imports, and custom reports
- Ability to handle sensitive information with discretion
- Comfort with communicating ideas and recommendations clearly
- Highly organized and systematic, with superb attention to detail and the ability to prioritize and complete tasks with a high degree of accuracy

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Full-time: Ten-month, hourly from 7:30 am-4:00 pm, Schedule C

Reports to: Development Manager

This is full-time position as we're looking for an hourly, non-exempt positions starting at \$25 an hour up

to \$29 an hour depending on education and years of experience. Please send a cover letter, resume, and college transcripts to the Director of Human Resources, Melissa Vergara at hr@st-anne.org.